



# Family Forest Fish Passage Program Guidelines

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*January 2006*

## PROGRAM PARTNERS

### Department of Natural Resources (DNR)

[www.dnr.wa.gov/sflo](http://www.dnr.wa.gov/sflo)

DNR's Small Forest Landowner Office is the main point of contact for program information. The office assists landowners, provides outreach and coordinates additional funding sources.

Small Forest Landowner Office		
Natural Resources Building	phone	(360) 902-1400
1111 Washington Street	FAX	(360) 902-1428
P.O. Box 47012	e-mail	<a href="mailto:sflo@wadnr.gov">sflo@wadnr.gov</a>
Olympia, WA 98504-7012		

### Department of Fish and Wildlife (WDFW)

[www.wdfw.wa.gov](http://www.wdfw.wa.gov)

WDFW evaluates and ranks projects. For information on fish barriers, fish species, habitat, Lead Entities, watershed groups, and related topics, contact:

Washington Department of Fish and Wildlife		
Habitat Management Program	phone	(360) 902-2534
600 Capitol Way	FAX	(360) 902-2946
Olympia, WA 98501-1091	TDD	(360) 902-2207

### Interagency Committee for Outdoor Recreation (IAC)

[www.iac.wa.gov](http://www.iac.wa.gov)

IAC administers program funding. For information on program contracts, billing, reimbursement and related topics, contact:

Interagency Committee for Outdoor Recreation (IAC)		
Natural Resources Building	Voice	(360) 902-3000
1111 Washington Street	FAX	(360) 902-3026
P.O. Box 40917		
Olympia, WA 98504-0917		

### Washington Farm Forestry Association (WFFA) [www.wafarmforestry.com](http://www.wafarmforestry.com)

The WFFA advises the program and assists with policy development on behalf of family forest landowners statewide.

Washington Farm Forestry Association		
P.O. Box 7663	Phone	(360)-606-5511
Olympia, WA 98507	FAX	(360) 687-7595

For copies of these guidelines and program application materials, contact the Small Forest Landowner Office at DNR as shown above.

Persons needing this information in an alternate format may contact DNR at:

Phone: (360) 902-1400

TTY: (360) 902-1125

# Family Forest Fish Passage Program Guidelines

*January 2006*

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# Introduction

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The Family Forest Fish Passage Program is a cost-share program that helps small forest landowners correct fish passage barriers on their forestlands. The program provides 75-100 percent of the cost of correcting a barrier; it also provides technical assistance.

On the following pages you'll find:

- Information on eligibility, how to apply and what to expect.
- Answers to frequently asked questions about the program.
- Definitions of terms commonly associated with the program.
- Additional materials to help landowners who decide to participate in the program.

## WHY THE PROGRAM WAS CREATED

Small forest landowners own 4.2 million acres of Washington's forests—about half the private forestland in the state. These family forests are important to fish and include thousands of miles of fish-bearing streams.

A major key to restoring fish populations is removing barriers to fish passage. A single artificial barrier on a stream can keep fish from reaching many miles of habitat upstream. To help protect fish (a public resource), state Forest Practices Rules require forest landowners to address fish barriers by 2016.

Because eliminating fish passage barriers can be costly, especially for the family forest landowner, the 2003 Washington Legislature established the Family Forest Fish Passage Program (House Bill 1095). In general, the bill required that:

- The state create a cost-share program that provides 75-100 percent of the cost of correcting small forest landowners' fish barriers.
- Small forest landowners enrolling in the program are required to fix their barriers only if financial assistance is available from the state.
- Barriers be prioritized and repaired on a worst-first basis.

Once a year, projects submitted to the program are prioritized, and fish barrier corrections providing the greatest benefit to public resources are funded. Lower priority projects remain in the program to be funded once they become high priority and money is available.

By signing up for the program, a landowner is relieved of any Forest Practices obligation to fix a fish passage barrier until the state determines the barrier is a high priority.

## PROGRAM PARTNERS

The Family Forest Fish Passage Program relies on partnerships. The program is implemented by three state agencies; each provides different program services:

- The **Small Forest Landowner Office** at the **Department of Natural Resources (DNR)** is the main point of contact for Program information. The office assists landowners, provides outreach and coordinates additional funding sources.
- The **Washington Department of Fish and Wildlife (WDFW)** evaluates and ranks projects, and also provides information on fish barriers, fish species, habitat, Lead Entities, and watershed groups.
- The **Interagency Committee for Outdoor Recreation/Salmon Recovery Funding Board (IAC)** administers program funding and provides information on program contracts, billing and reimbursement.

In addition, the **Washington Farm Forestry Association (WFFA)** serves in an advisory capacity to the Program and assists with policy development on behalf of family forest landowners statewide.

### Fish Passage Team

The Fish Passage Team, made up of representatives from DNR, WDFW and IAC, manages day-to-day program implementation. Through the team, the three agencies work cooperatively on all aspects of the program.

### Steering Committee

The Program Steering Committee, made up of policy-level staff from DNR, WDFW, IAC and WFFA, provides direction to the Fish Passage Team on program policies, reviews outreach materials, and approves project funding.

### Local Entities

Many conservation districts, Regional Fisheries Enhancement Groups (RFEGs), Lead Entities, and tribes contribute to the program by evaluating barriers, providing fish use and habitat information, and assisting landowners with all aspects of completing projects.

# Eligibility

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## PROJECTS

For a structure to be eligible for the program, it must be:

- on forestland,
- on a fish-bearing stream,
- a barrier to fish passage, and
- owned by a small forest landowner
- be at a road crossing

### Forestland

*Forestland* is land capable of supporting a merchantable stand of timber and not being actively used for anything incompatible with timber growing. For the purposes of this program, forestland does not include: crop fields, orchards, vineyards, pastures, feedlots, fish pens, and Christmas tree farms. It also does not include land occupied by facilities for the production, preparation, or sale of crops, fruit, dairy products, fish, and livestock.

### Fish-bearing streams

Streams are generally considered fish-bearing if they are 2 feet or greater in width in Western Washington, or 3 feet or greater in Eastern Washington, and have a gradient of 20 percent or less. Intermittent streams (those which go dry during a portion of the year) may have fish present during those times when the streams are flowing. A determination can be made during project evaluation if it is unknown whether a stream is fish-bearing.

### Fish passage barrier

A *fish passage barrier* is any artificial (human-caused) structure in a stream that impedes free passage of fish—any species, any life stage—to habitat upstream or downstream. Examples of fish barriers include: culverts, puncheons, fords, standpipes, dams, weirs, and spillways.

### Small forest landowner

A *small forest landowner* is determined not by the number of acres owned, but by the volume of timber harvested. A small forest landowner is one who at the time of submitting an application to the program, has harvested from his or her own lands in Washington State an average volume of 2 million board feet per year or less during the 3 years prior to submitting the application, and expects to harvest an average volume of 2 million board feet per year or less during the 10 years following the submission of the application to the program. *(In other words, to qualify as a small forest landowner, from their own lands in Washington, a landowner cannot have harvested more than 6 million board feet over the previous 3 years or expect to harvest more than 20 million board feet over the next 10 years.)*

*Exception:* Any landowner who exceeded the two million board feet annual average timber harvest threshold in the three years prior to submitting an application to DNR, or who expects to exceed the threshold during the following ten years, shall be deemed a “small forest landowner” if he or she establishes to the state’s reasonable satisfaction that the exceeded harvest limits are to pay estate taxes or for an equally compelling and unexpected obligation, such as for court-ordered judgment or for extraordinary medical expenses.

### **Road Crossing**

A structure must be associated with a road crossing in order to be eligible.

### **COST SHARING – cost to the landowner**

Landowners who submitted a Forest Practices Application for timber harvest on or after May 14, 2003 may be required to provide a limited share (match) of the overall cost of the barrier correction. The maximum required match per year varies according to the average annual timber volume harvested from the landowner’s lands in this state during the three preceding calendar years, and whether the barrier is in eastern or western Washington. For each project, the most a landowner must pay is 25 percent of project costs, or \$5,000, whichever is less. The following chart shows the maximum annual cost-share required by a small forest landowner.

Average Annual Board Feet Harvested	Maximum Match Required Per Calendar Year	
	Western Washington	Eastern Washington
Less than 500,000	\$8,000	\$2,000
Between 500,000 and 999,999	\$16,000	\$4,000
Between 1,000,000 and 1,499,999	\$24,000	\$12,000
Greater than or equal to 1,500,000	\$32,000	\$16,000

The state will pay 100 percent of project costs if:

- A Forest Practices Application or Hydraulic Project Approval was provided for the existing barrier, or
- A Forest Practices Application for timber harvest has not been submitted by the landowner between May 14, 2003 and the time the project has been selected for funding.

Project match may be a direct money payment or in-kind services. In-kind services may include labor, equipment, materials, and other services determined by the state to have an appropriate value to the removal of a particular fish passage barrier (see Appendix A for more information on values of matching contributions).

**NOTE: Construction work done before a project is approved for funding cannot be used as a match.**

# How the Program Works

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There are five key steps to the Family Forest Fish Passage Program:

1. Landowner applies to the program.
2. Barrier is assessed.
3. Barrier is prioritized for correction/removal.
4. Project is funded when it is high priority.
5. Project sponsor manages the project.

## **STEP 1: Landowner applies to the program.**

Landowners can request the *Application for Fish Passage Barrier Evaluation* from the Small Forest Landowner Office (SFLO) at DNR. (There's also a copy in Appendix C of this guide.) Completed applications, including a map and driving directions, are to be returned to:

Small Forest Landowner Office  
Department of Natural Resources  
PO Box 47012  
Olympia, WA 98504-7012

A landowner can use one application form to apply to have more than one barrier evaluated.

### **Application Deadlines**

Applications are accepted year round. To be considered for funding in the following year, applications must be received by June 30.

*(Landowners will be notified of funding decisions early the following year after the June 30 cut-off date. Eligible projects that are not funded need not be resubmitted. They remain in the program until they become high priority and funding is available.)*

## **STEP 2: Barrier is assessed.**

Once an application is received, a field technician will contact the landowner to arrange to evaluate the barrier on the owner's property. If the evaluation determines the structure is not a barrier, is not on a fish-bearing stream, or is not on forestland, the landowner will be notified in writing that it is not eligible, and will not be enrolled in the program. If the structure meets eligibility criteria and is confirmed as a fish barrier, the barrier evaluation is sent to the Fish Passage Team.



### **STEP 3: Barrier is prioritized.**

Each year, eligible projects from applications received by June 30 (including unfunded projects from previous years) will be grouped and prioritized. Projects will be ranked within their watersheds. The Fish Passage Team will evaluate and rank projects based on:

- The number and location of other upstream and downstream barriers
- Amount and quality of habitat opened by the project
- The number of salmon and trout species benefiting from barrier correction
- Project cost

***Note:** Numerical values, thresholds, or targets have not been established for these criteria. Each project will be compared and contrasted to all projects in the current program cycle and those projects not funded during previous cycles.*

After all projects are prioritized, the Fish Passage Team will submit a preliminary ranked list of projects to the Program Steering Committee for review and approval. The subsequent ranked list will be sent to the local Lead Entities for final review. After receiving Lead Entity input, the Steering Committee will finalize the list of funded projects.

### **STEP 4: Project is funded when it is a high priority**

Those projects providing greatest benefit to public resources will be funded for construction the following year. Projects considered lower priority during one funding cycle will be reconsidered during future cycles. Lower priority projects remain in the program to be funded once they become high priority and money is available.

Landowners will be notified of their projects' funding status early the following year after the June 30 cut-off date.

### **STEP 5: Project sponsor manages the project**

The entity managing a funded project is called a "sponsor." If a project is funded, a sponsor **must** be selected. A sponsor may be:

1. A conservation district, Regional Fisheries Enhancement Group, local fish-related non-profit organization, tribe, etc., or
2. The landowner, if he or she wishes to manage all aspects of the project

Correcting a fish barrier is often a complicated and time-consuming process. Therefore, it is strongly recommended that project management be conducted by an organization familiar with grant management, state and federal permits, and fish barrier correction. Working with a third-party project sponsor can minimize a landowner's work and simplify the process. An experienced organization can manage the design, permitting, construction oversight, billing and grant management for the landowner.

The Fish Passage Team can help landowners identify and work with project sponsors. (Contact the program for a list of potential project sponsors.) The program will compensate sponsors for the cost of administering a project.

If the landowner chooses to act as a project sponsor, he/she will be asked to sign a project agreement with the IAC. If the landowner goes through a third party sponsor, such as a conservation district or Regional Fishery Enhancement Group, an agreement may be necessary between the landowner and the sponsor (see sample Landowner Agreement in Appendix B).

**NOTE:** Landowners are not eligible for reimbursement for administration or supervision of a sponsor. The sponsor must establish a contract with the state to manage the project to be eligible for receiving reimbursement for project administration costs.

## PROJECT MANAGEMENT GUIDELINES

### Eligible Project Costs

Program funds may be used for removing, replacing, or retrofitting a fish barrier to provide fish passage. Following are examples of project elements eligible for reimbursement:

- Preparing necessary permits
- Design and engineering
- Utility relocation
- Culverts and bridges
- Rock, footings, weirs
- Revegetation
- Road resurfacing (in the construction area)
- Erosion control measures
- Water bypass
- Construction contracting
- Equipment rental

### Ineligible Project Costs

Program funds may **not** be used for:

- Culverts or drainage structures in non-fish-bearing streams or not on forestland
- Building or placing a new structure at a site with no preexisting fish barrier
- Road construction, maintenance, or repair of facilities, including gates, not associated with barrier correction
- Commercial timber harvest or activities directly supporting commercial timber harvest
- Equipment purchase
- Overhead or any administration not directly related to the project

## **Reimbursement**

The sponsor (whether a landowner or third party) must initially pay the cost of the work and materials and then submit invoices to the IAC for reimbursement. Throughout a project, partial billings may be submitted to limit the amount of money a sponsor must invest in the project at any one time. The IAC will provide reimbursements within 30 days of receiving invoices. In some situations a cash advance may be used to limit the financial burden on the sponsor.

## **Submitting Expenses for Reimbursement**

The state will reimburse the sponsor within 30 days of receiving all necessary invoices or other documents pertaining to project costs. Submit billings to:

Interagency Committee for Outdoor Recreation (IAC)	
Natural Resources Building	
1111 Washington Street	Voice (360) 902-3000
P.O. Box 40917	FAX (360) 902-3026
Olympia, WA 98504-0917	Internet Web Site: <a href="http://www.iac.wa.gov">www.iac.wa.gov</a>

## **Timeline for Project Completion**

The landowner or sponsor will have a maximum of two consecutive construction seasons to complete a project. A construction season typically extends from June 15<sup>th</sup> through September 30<sup>th</sup>. If a project is not completed within this time, funds may be reallocated to other projects. Once started, projects must be completed within one construction season.

## **HELPING FUNDED PROJECTS SUCCEED**

The Fish Passage Team will provide guidance on completing funded projects. This includes assistance on project design and implementation, as well as grant management and billing processes.

A pre-construction meeting may be necessary between the engineer, contractor, landowner and/or sponsor and a state agency representative. The meeting objective is to ensure the contractor has a clear understanding of the design elements (e.g. state fish passage criteria, erosion control, etc.) and address any potential challenges with the construction site.

A final inspection will be required to verify the project was completed, meets WDFW fish passage criteria and was constructed as designed.

The landowner will own the new fish passage structure and will be responsible for its ongoing maintenance.

# Frequently Asked Questions

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## **If I sign up for the Program and choose to fix a fish barrier at my own expense, can I still receive technical assistance for the project?**

Yes. The Fish Passage Team can provide technical assistance, including guidance on necessary permits, project design, construction, etc..

## **If I do not enroll in the Program, am I still obligated to fix fish barriers on my property or fix fish barriers associated with a Forest Practice Application (FPA)?**

Yes. Forest Practice Rules require that you address fish barriers located on your land. Barriers included in an active FPA for harvest must be addressed before any future FPAs are approved.

## **How are barriers prioritized for funding?**

The Fish Passage Team evaluates and ranks projects based on the following:

- Number of salmon and trout species benefiting from correcting the barrier
- Quantity and quality of habitat to be opened by the project
- Location and number of other upstream and downstream barriers
- Project cost

*Note:* numerical values, thresholds, or targets have not been established for these criteria. Each project will be compared and contrasted to all projects in the current program cycle and those projects not funded during previous cycles.

## **When will I be notified whether my project is considered a high priority and will be funded?**

Although applications are accepted year round, there is an annual deadline of June 30 for projects to be considered for funding in the following year. Those projects providing greatest benefit to public resources will be funded for construction the following year. You will be notified of funding decisions early the following year after the June 30 cut-off date.

If your project is not a high priority during one funding cycle, it will be reconsidered during future cycles. You need only apply to the program once.

## **How much money can I apply for?**

You do not apply for a specific amount of money to fix your barriers. Rather, you apply to have your barriers placed on a ranked list for funding. Once a barrier correction has been funded and the work completed, you or the sponsor will be reimbursed for project costs minus any required matching amount.

**Once a barrier has been fixed, who is responsible for maintaining the new structure?**

You own the new structure and are responsible for maintenance. This may include: removing debris that accumulates at the culvert inlet and outlet or at the upstream side of a bridge, maintaining roads to prevent sediment delivery at a stream crossing, preventing damage to the structure during normal road maintenance activities, etc.

**Can I receive funding for fixing more than one barrier?**

Yes, if your projects are ranked high priority after the evaluation process.

**Who determines whether or not I have fish in my stream, thus making a structure a potential fish barrier?**

The Fish Passage Team will arrange to evaluate fish use in your stream.

**If my culvert or bridge was damaged or destroyed during a flood, can I receive compensation to have my culvert or bridge replaced?**

If the damaged culvert or bridge is a fish barrier your project may be eligible for funding.

**If I have a fish barrier on one parcel but am harvesting timber on another parcel I own elsewhere in the state, will I still be required to provide matching funds for my funded projects?**

Yes. Any time you harvest timber on any part of your forest ownership in the state between now and the time the state determines your project is a high priority you will be required to provide matching funds to fix your fish barrier.

# Definitions

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Under the Family Forest Fish Passage Program, certain terms have specific definitions, which are as follows:

## **fish passage barrier**

Any artificial (human-caused) structure in a stream that impedes the free passage of fish. Examples of fish passage barriers include: perched or undersized culverts, puncheons, fords, standpipes, dams, weirs, and spillways.

## **fish-bearing stream**

Streams are generally considered fish-bearing if they are 2 feet or greater in width in Western Washington, or 3 feet or greater in Eastern Washington, and have a gradient of 20 percent or less. Intermittent streams (those which go dry during a portion of the year) may have fish present during those times when the streams are flowing. A determination can be made during project evaluation if it is unknown whether a stream is fish-bearing.

## **Fish Passage Team**

The team comprised of representatives from DNR, WDFW and IAC responsible for developing general Program policies, Program implementation, and establishing a prioritized list of projects eligible for funding.

## **forestland**

Land capable of supporting a merchantable stand of timber and not being actively used for anything incompatible with timber growing. For the purposes of this program, the definition of forestland does not include: crop fields, orchards, vineyards, pastures, feedlots, fish pens, and Christmas tree farms. It also does not include land occupied by facilities for the production, preparation, or sale of crops, fruit, dairy products, fish, and livestock.

## **Forest Practices Application**

An application to DNR which is required by state law from anyone intending to harvest timber for commercial sale, or who is conducting forest road maintenance.

## **Hydraulic Project Approval**

State law requires that any person, organization, or government agency wishing to conduct any construction activity in or near state waters must do so under the terms of a Hydraulic Project Approval issued by WDFW. State waters include all marine and fresh waters of the state.

**in-kind services**

Any contribution of financial value a landowner makes to a grant-funded project. These contributions may include, but are not limited to: labor, equipment, materials, and other services. The state, in consultation with the landowner, will determine the value of such services as they apply to the project.

**Lead Entity**

One of 26 organizations statewide that oversees fish habitat restoration efforts in a particular watershed or region. Lead Entities work closely with WDFW and the Salmon Recovery Funding Board to identify, prioritize and fund fish habitat restoration projects. A Lead Entity can coordinate with other local groups to find sponsors for landowners interested in enrolling in the Program. For contact information for the Lead Entity in your area, please contact Fish Passage Team staff.

**project sponsor**

An individual or organization that assumes responsibility for managing all on-the-ground aspects of a barrier correction project. These responsibilities may include: acquiring necessary permits, project engineering, soliciting bids from contractors, estimating cost, construction and grant funds management. Project sponsors may include, but are not limited to: landowners, non-profit organizations, conservation districts, Regional Fisheries Enhancement Groups, and tribes. The program can provide a list of potential project sponsors; it is also available on the Small Forest Landowner website at: [www.dnr.wa.gov/sflo/fffpp/](http://www.dnr.wa.gov/sflo/fffpp/)

**small forest landowner**

You are a small forest landowner if at the time of submitting an application to the program you have harvested from your lands in Washington State an average timber volume of two million board feet per year or less during the three years prior to submitting your application, and expect to harvest an average volume of two million board feet per year or less during the ten years following the submission of your application to the program.

*Exception:* any landowner who exceeded the two million board feet annual average timber harvest threshold from his or her land in the three years prior to submitting an application to the Department of Natural Resources, or who expects to exceed the threshold during the following ten years, shall still be deemed a “small forest landowner” if he or she establishes to the state’s reasonable satisfaction that the harvest limits were, or will be, exceeded in order to raise funds to pay estate taxes or for an equally compelling and unexpected obligation, such as for court-ordered judgment or for extraordinary medical expenses.

# Appendix A – Values for Matching Funds (in-kind services)

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This section summarizes policies regarding a sponsor's donation to a project for purposes of matching a grant.

- All donations must be an integral and necessary part of an approved project.
- The maximum reimbursed shall never exceed the cash expended on the project.
- All donations must be documented for reimbursement purposes.
- Except for cash, all donations must be in one of the following categories.
- Portions of a donation **not** used as a match may **not** be carried over to another project.

## DONATED EQUIPMENT

1. Definition –The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
  - a. Through publications that provide the national or regional average rates or construction equipment, or
  - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information to support the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed the federal rate.
8. Stock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.



## **DONATED LABOR**

1. Definitions:
  - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
  - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonably justify (and document) valuing the individual's time at a higher value.
2. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Sponsors can value unskilled labor at no more than the statewide mean wage for "Landscaping and Grounds-Keeping Workers" as determined by the Employment Security Department (ESD) or use the IAC \$12.00 per hour rate for 2005.
4. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting: [www.wa.gov/esd/lmea/labrmrkt/byarea.htm](http://www.wa.gov/esd/lmea/labrmrkt/byarea.htm).
5. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information to support the recommended wage.
6. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site.
7. A volunteer's travel time is not considered a donation if they are reimbursed for their mileage/transportation costs.
8. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

## **DONATED MATERIALS**

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

## Appendix B – Landowner Agreement

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A sponsor must obtain a Landowner Agreement when a project is occurring on land not owned or otherwise controlled by the sponsor. A landowner agreement must contain the following elements:

- Project start and end date
- Landowner name and address
- Grantee name and address
- Purpose of the landowner agreement
- Grantee responsibilities
- Landowner responsibilities
- Signatures of landowner and grantee

A template of a landowner agreement is available through IAC.

## Appendix C: Application for Fish Passage Barrier Evaluation

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The Family Forest Fish Passage Program is a cost-share program for small forest landowners to improve fish passage on their forestlands. If you think you may have a fish barrier and are interested in receiving either financial or technical assistance with replacing this barrier, please complete this application and either submit it along with your Forest Practices Application, your Checklist Road Maintenance and Abandonment Plan or send directly to the Small Forest Landowner Office (SFLO). A fish barrier is any artificial in-stream structure such as a culvert, dam or road crossing that impedes the free passage of fish. For a full explanation of this program, please refer to the Family Forest Fish Passage Program Guidelines that have either accompanied this application or are available from the SFLO.

When the SFLO receives your application, a field representative will contact you to set up a date for a site visit to confirm you have a barrier. If it is determined you do not have a barrier, you will no longer be enrolled in the program. If it is determined that you do have a barrier, the barrier will be placed on a prioritized list and will be eligible for cost-share funding when it becomes a priority within your watershed and funding becomes available. You may also elect to fix the barrier at your own expense.

☐ I choose to enroll in the Family Forest Fish Passage Program and would like to have my potential barrier evaluated for eligibility. I understand that by submitting this application I am not obligated to accept state funding if I so choose.

☐ I choose not to enroll in the Family Forest Fish Passage Program and accept responsibility for removing or repairing any artificial fish barrier on my forest roads at my own expense.

**Please attach a MAP of the project location and DRIVING DIRECTIONS, which are needed to process this application. A field technician will contact you prior to making a site visit.**

Landowner(s) name: \_\_\_\_\_

Landowner(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_

County Assessor Parcel Number at Site: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address (optional): \_\_\_\_\_

Legal Description: ¼ Section: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ E or W

FPA# (if applicable): \_\_\_\_\_

# of fish barriers applying for: \_\_\_\_\_

Name of stream: \_\_\_\_\_ Tributary to: \_\_\_\_\_

Landowner representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Small Forest Landowner Office, PO Box 47012, Olympia, WA 98504-7012  
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